
Start of Environmental SP Process

AGENDA

1. OnBase General Review
2. Navigate through the EnvWO, Phases, Documents.
3. Submit Preliminary ERR
4. Submit Final ERR

ESP – SUBMIT PRELIMINARY ERR

Once the EnvWo is executed, the ESP will receive an email notification with the NTP. At this point the ESP can begin work. The WF has a 60 day timer that will go off and send notifications to the team if 60 days pass and no ERR has been submitted.

The ESP can access his EnvWO and associated ERRs at any time. When the ESP is ready to submit an ERR, the ESP will go to the appropriate ERR.

1) Click on tasks

2) Click on Preliminary ERR Import

The screenshot shows the 'Environmental Review Tracking' application. The 'Tasks' tab is active, displaying a 'Submit Preliminary Review' button. Below this, the 'Environmental Review - 17200' form is shown, created by 'MANAGER' on 7/2/2013. The form includes fields for 'ERR Status' (Env WO Executed), 'ERR Description', and 'Next Milestone Due Date' (7/15/2013). It also lists 'Parent Environmental Work Order' details. A section for 'Environmental Review Milestones' contains a table of dates and completion status. At the bottom, the 'Preliminary Environmental Review Report' section has an 'Import' button for the 'ERR Preliminary Review Checklist'.

Target Start Date	Actual Start Date	Start Milestone Completed
7/1/2013	7/16/2013	<input checked="" type="checkbox"/>
Target Prescreen Submitted Date	Actual Prescreen Submitted Date	Prescreen Submitted Complete
7/1/2013	7/16/2013	<input checked="" type="checkbox"/>
Target Work Order Executed Date	Actual Work Order Executed Date	Work Order Executed Complete
7/15/2013	7/16/2013	<input checked="" type="checkbox"/>
Target Prelim ERR Submitted Date	Actual Prelim ERR Submitted Date	Prelim ERR Submitted Complete
7/15/2013	7/15/2013	<input type="checkbox"/>
Target Auth To Publish Date	Actual Auth To Publish Date	Auth to Publish Completed
7/22/2013	7/22/2013	<input type="checkbox"/>
Target Public Comment End Date	Actual Public Comment End Date	Public Comment End Completed
8/19/2013	8/19/2013	<input type="checkbox"/>
Target Final with RROF Date	Actual Final with RROF Date	Final ERR Submitted
8/26/2013	8/26/2013	<input type="checkbox"/>
Target Approved Date	Actual Approved Date	Final ERR Approved
8/26/2013	8/26/2013	<input type="checkbox"/>
Target AUGF Signed Date	Actual AUGF Signed Date	AUGF Issued
9/2/2013	9/2/2013	<input type="checkbox"/>

ERR PRELIM DOCUMENT UPLOAD

Once the ESP clicks on the Import button a document upload window will open.

1) Select TX GLO Documents

2) Select ERR Preliminary Review report

3) Type in GLO ERR Number

4) Click on Browse
Select document from
Your computer

5) Click on Upload

A comment box will appear. You may enter a comment or leave blank.

EnvironmentalReview - 17200 - Upload Document

Upload

Import: Browse, Acquire; Upload: Upload, Cancel; Pages: Move Up, Move Down, Remove, Remove All; Transforms: Rotate Left, Rotate Right

Upload

Document Type Group: TX GLO Documents

Document Type: ERR Preliminary Environmental Review Report

File Type: MS Word Document

Document Date: 7/16/2013

Keywords

GLO ERR Number: TUE1

GLO ERR Title: TITLE

GLO ERR ID: 47

GLO ERR ObjectID: 17200

GLO Grant Number: DRS010014

GLO Grantee Name: COUNTY OF BRAZORIA

GLO Contract Number

Options

Upload Cancel

C:\Documents and Settings\SRamirez\Local Settings\Temp\Hyland Letter-

Home Insert Page Layout References Mailings Review View Develop

Times New Roman 12

Paragraph Styles Editing

Mark Tortelli
Hyland Software
28500 Clemens Road
Westlake, OH 44145
Phone 440-788-6364

RE: Invoice # 214218 & #214219

Mark,

As previously communicated, both invoices m
22nd because the billing milestones were not m
the Land Office made multiple requests to Hyl
date. As of June 5th, 2013 the Land Office has

SUBMIT ERR

Once the ESP clicks on upload, the window disappears. ESP will go back to the ERR Object and submit ERR.

1) Click on Submit Preliminary Review

Environmental Review Tracking

EnvironmentalReview - 17200

Workflow Queues

Submit Preliminary Review

Environmental Review

Created By: MANAGER
7/2/2013 3:59:04 PM

EnvironmentalReview - 17200

ERR Status: Env WO Executed

ERR Description: Description

Next Milestone Due Date: 7/15/2013

Parent Environmental Work Order

Environmental Workorder Number: Tuesday1

Environmental Workorder Title: Environmental WO

Assessment Type: EA

Environmental Review Milestones

Target Start Date	Actual Start Date	Start Milestone Completed
7/1/2013	7/16/2013	<input checked="" type="checkbox"/>
Target Prescreen Submitted Date	Actual Prescreen Submitted Date	Prescreen Submitted Complete
7/1/2013	7/16/2013	<input checked="" type="checkbox"/>
Target Work Order Executed Date	Actual Work Order Executed Date	Work Order Executed Complete
7/15/2013	7/16/2013	<input checked="" type="checkbox"/>
Target Prelim ERR Submitted Date	Actual Prelim ERR Submitted Date	Prelim ERR Submitted Complete
7/15/2013	7/15/2013	<input type="checkbox"/>
Target Auth To Publish Date	Actual Auth To Publish Date	Auth to Publish Completed
7/22/2013	7/22/2013	<input type="checkbox"/>
Target Public Comment End Date	Actual Public Comment End Date	Public Comment End Completed
8/19/2013	8/19/2013	<input type="checkbox"/>
Target Final with RROF Date	Actual Final with RROF Date	Final ERR Submitted
8/26/2013	8/26/2013	<input type="checkbox"/>
Target Approved Date	Actual Approved Date	Final ERR Approved
8/26/2013	8/26/2013	<input type="checkbox"/>
Target AUGF Signed Date	Actual AUGF Signed Date	AUGF Issued
9/2/2013	9/2/2013	<input type="checkbox"/>

Preliminary Environmental Review Report

ERR Preliminary Environmental Review Report - 7/16/2013

Public Notice

ERR Final Review Checklist

ERR Preliminary Review Checklist

Final Environmental Review Report

Request for Release of Funds

History Documents

End of EnvSP Preliminary Submittal

AUTHORITY TO PUBLISH

Once the Preliminary ERR is approved by the GLO the ESP will receive a notification. The next milestone is the Authority to Publish. The GA/ESP will follow the publish process and upload the public notice on OnBase. The system will set a timer with the appropriate amount of time for the public comment period. Once that period ends, the ESP can submit the final ERR.

The screenshot displays the 'Environmental Review Tracking' application window. The main form is titled 'Environmental Review' and contains the following fields:

- ERR Number:** 17200
- ERR Title:** title
- ERR Status:** Authority to Publish
- ERR Description:** Description
- Next Milestone Due Date:** 8/19/2013

Below the main form is the 'Parent Environmental Work Order' section:

- Environmental Workorder Number:** Tuesday1
- Environmental Workorder Title:** Environmental WO
- Assessment Type:** EA

The 'Environmental Review Milestones' section shows a list of milestones with target and actual dates, and completion status:

Target	Actual	Status
Target Start Date: 7/1/2013	Actual Start Date: 7/16/2013	<input checked="" type="checkbox"/> Start Milestone Completed
Target Prescreen Submitted Date: 7/1/2013	Actual Prescreen Submitted Date: 7/16/2013	<input checked="" type="checkbox"/> Prescreen Submitted Complete
Target Work Order Executed Date: 7/15/2013	Actual Work Order Executed Date: 7/16/2013	<input checked="" type="checkbox"/> Work Order Executed Complete
Target Prelim ERR Submitted Date: 7/15/2013	Actual Prelim ERR Submitted Date: 7/16/2013	<input checked="" type="checkbox"/> Prelim ERR Submitted Complete
Target Auth To Publish Date: 7/22/2013	Actual Auth To Publish Date: 7/16/2013	<input checked="" type="checkbox"/> Auth to Publish Completed
Target Public Comment End Date: 8/19/2013	Actual Public Comment End Date: 8/19/2013	<input type="checkbox"/> Public Comment End Completed
Target Final with RROF Date: 8/26/2013	Actual Final with RROF Date: 8/26/2013	<input type="checkbox"/> Final ERR Submitted
Target Approved Date: 8/26/2013	Actual Approved Date: 8/26/2013	<input type="checkbox"/> Final ERR Approved
Target AUGF Signed Date: 9/2/2013	Actual AUGF Signed Date: 9/2/2013	<input type="checkbox"/> AUGF Issued

At the bottom, there are tabs for 'Preliminary Environmental Review Report' and 'ERR Preliminary Review Checklist'.

FINAL ERR SUBMITTAL

Once the ESP is ready to submit the final ERR. The ESP will upload the Final ERR Report and the RROF. As per the Upload document procedure.

Once the documents are uploaded the ESP can click on the Submit Final button.

1) Submit Final

This action moves the ERR for review by the Internal environmental team.

The screenshot displays the 'Environmental Review Tracking' web application. At the top, there are tabs for 'Tasks' and 'Documents'. Below the tabs, there are icons for 'Workflow Queues' and 'Submit Final'. The 'Submit Final' button is highlighted with a red box and an arrow pointing to it from the text '1) Submit Final'. The main content area is titled 'Environmental Review' and contains a form with the following fields:

- ERR Number: Tue1
- ERR Title: title
- ERR Status: Public Comment Perio
- ERR Description: Description
- Next Milestone Due Date: 8/26/2013

Below the form, there is a section for 'Parent Environmental Work Order' with the following details:

- Environmental Workorder Number: Tuesday1
- Environmental Workorder Title: Environmental WO
- Assessment Type: EA

The 'Environmental Review Milestones' section shows a list of milestones with their target and actual dates, and completion status:

Milestone	Target Date	Actual Date	Status
Start Milestone Completed	7/1/2013	7/16/2013	✓
Prescreen Submitted Complete	7/1/2013	7/16/2013	✓
Work Order Executed Complete	7/15/2013	7/16/2013	✓
Prelim ERR Submitted Complete	7/15/2013	7/16/2013	✓
Auth to Publish Completed	7/22/2013	7/16/2013	✓
Public Comment End Completed	8/19/2013	7/16/2013	✓
Final ERR Submitted	8/26/2013	8/26/2013	✗
Final ERR Approved	8/26/2013	8/26/2013	✗
AUGF Issued	9/2/2013	9/2/2013	✗

At the bottom, there are links for 'Preliminary Environmental Review Report' and 'ERR Preliminary Review Checklist'. The right sidebar shows a 'Recommend Approval' section with a list of users and their approval status.

ERR FINAL SUBMITTAL

Once the ESP is ready to submit the final ERR, the ESP will go to the appropriate ERR and upload the Final ERR.

1) Click on Final ERR Import Button

Environmental Review Tracking - EnvironmentalReview - 18099

Created By: MANAGER
7/9/2013 10:18:05 AM

Assessment Type
EA

Environmental Review Milestones

Target Start Date	Actual Start Date	Start Milestone Completed
7/8/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Prescreen Submitted Date	Actual Prescreen Submitted Date	Prescreen Submitted Complete
7/8/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Work Order Executed Date	Actual Work Order Executed Date	Work Order Executed Complete
7/22/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Prelim ERR Submitted Date	Actual Prelim ERR Submitted Date	Prelim ERR Submitted Complete
7/22/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Auth To Publish Date	Actual Auth To Publish Date	Auth to Publish Completed
7/29/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Public Comment End Date	Actual Public Comment End Date	Public Comment End Completed
8/26/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Final with RROF Date	Actual Final with RROF Date	Final ERR Submitted
9/2/2013	9/2/2013	<input type="checkbox"/>
Target Approved Date	Actual Approved Date	Final ERR Approved
9/2/2013	9/2/2013	<input type="checkbox"/>
Target AUGF Signed Date	Actual AUGF Signed Date	AUGF Issued
9/9/2013	9/9/2013	<input type="checkbox"/>

Preliminary Environmental Review Report
ERR Preliminary Environmental Review Report - 7/9/2013

Public Notice

ERR Final Review Checklist

ERR Preliminary Review Checklist
ERR Preliminary Review Checklist - 7/9/2013

Final Environmental Review Report
ERR Final Environmental Review Report - 7/23/2013

Request for Release of Funds

Owner: ESP

FINAL ERR SUBMITTAL DOCS

Upon clicking of the Import button the Upload Doc window opens.

You need to submit the final ERR report and the RROF

EnvironmentalReview - 18099 - Upload Document

Upload

Browse Acquire Upload Cancel Move Up Move Down Pages Remove Remove All Rotate Left Rotate Right

Import Upload

Document Type Group
TX GLO Documents

Document Type
ERR Final Environmental Review Report

File Type
MS Word Document

Document Date
7/13/2013

Keywords

GLO ERR Number
18099

GLO ERR Title

GLO ERR ID

GLO ERR ObjectID

GLO Grant Number

GLO Grantee Name

GLO Contract Number

Options

Upload Cancel

C:\Documents and Settings\SRamirez\Local Settings\Temp\Hyland Letter-copy.docx

Home Insert Page Layout References Mailings Review View Developer

Times New Roman 12

Paste

Clipboard

Font Paragraph Styles Editing

Mark Tortelli
Hyland Software
28500 Clemens Road
Westlake, OH 44145
Phone 440-788-6364

RE: Invoice # 214218 & #214219

Mark,

As previously communicated, both invoices mentioned above were placed on hold Mar 22nd because the billing milestones were not met. Once the billing milestones were met, the Land Office made multiple requests to Hyland to resubmit the invoices with a current date. As of June 5th, 2013 the Land Office has not received updated invoices from

1) Select TX GLO Documents

2) Select ERR Final Env Review Report

3) Type ERR Number

4) Click on Browse

5) Select Doc from Your computer

6) Click upload

7) Go to next slide

Owner: ESP

FINAL ERR TASK SUBMITTAL

1) Click on task tab

2) Click on Submit Final

The system will not allow you to move forward until you upload the final ERR report and the RROF.

The EnvTL (HNTB/GLO) receives an email notifying him/her of submittal. EnvTL clicks on link. Appropriate ERR opens in a window. Go to next slide.

The screenshot shows the 'Environmental Review Tracking' application window. The 'Tasks' tab is selected, and the 'Submit Final' button is highlighted. The 'Environmental Review' section shows 'EnvironmentalReview - 18099' with 'Assessment Type' set to 'EA'. The 'Environmental Review Milestones' table lists various dates and completion status. The 'ERR Final Review Checklist' section is at the bottom, with the 'ERR Final Environmental Review Report' and 'Request for Release of Funds' links circled.

Environmental Review Milestones		
Target Start Date	Actual Start Date	Start Milestone Completed
7/8/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Prescreen Submitted Date	Actual Prescreen Submitted Date	Prescreen Submitted Complete
7/8/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Work Order Executed Date	Actual Work Order Executed Date	Work Order Executed Complete
7/22/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Prelim ERR Submitted Date	Actual Prelim ERR Submitted Date	Prelim ERR Submitted Complete
7/22/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Auth To Publish Date	Actual Auth To Publish Date	Auth to Publish Completed
7/29/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Public Comment End Date	Actual Public Comment End Date	Public Comment End Completed
8/26/2013	7/9/2013	<input checked="" type="checkbox"/>
Target Final with RROF Date	Actual Final with RROF Date	Final ERR Submitted
9/2/2013	9/2/2013	<input type="checkbox"/>
Target Approved Date	Actual Approved Date	Final ERR Approved
9/2/2013	9/2/2013	<input type="checkbox"/>
Target AUGF Signed Date	Actual AUGF Signed Date	AUGF Issued
9/9/2013	9/9/2013	<input type="checkbox"/>

ERR Final Review Checklist	
ERR Preliminary Environmental Review Report - 7/9/2013	Import
ERR Preliminary Review Checklist - 7/9/2013	Import
ERR Final Environmental Review Report - 7/13/2013	Import
Request for Release of Funds	Import

Owner: ESP

**End of Final
ERR Submittal
Process.**